

DEPARTMENT OF ENERGY

TRAINING AND DEVELOPMENT

MANAGEMENT COUNCIL

DRAFT CHARTER

The Training and Development Management Council (Management Council) is a group of senior departmental managers chartered by the Secretary of Energy to oversee corporate policy, priorities, and direction for the Department of Energy training community.

RESPONSIBILITIES

The Council acts on behalf of the Department and reports to the Secretary through the Management Council Chairperson. The responsibilities of the Council are to:

- Establish the overall Department policies and strategies for the education, training, and development of all federal and contractor employees in support of the Department's mission and vision.
- Achieve a climate of cost-conscious, quality-based learning throughout the Department by involving management at all levels.
- Promote value-added, needs-driven training and development opportunities for all Federal and Contractor employees.
- Address and promote cost savings and reduction of duplicative training activities, while emphasizing the improvement and quality of training and development activities throughout the complex.
- Develop and benchmark performance measures and metrics to determine the improvement in core products, services, and planned objectives of the corporate training program.
- Provide guidance and direction, especially with regard to implementation of the plan entitled, "*Corporate Approach to Training in the Department of Energy.*"
- Implement strategies and actions for the elimination of organizational barriers related to employee education, training, and development.
- Represent the customer, both federal and contractor, perspective on education, training and development needs.

- Provide status report on progress achieved and make recommendations for improvements in departmental training and developmental programs and practices.
- Provide an Annual Report addressing Departmentwide education, training and development accomplishments, goals and objectives for the next fiscal year, and critical areas of focus for the future.

AUTHORITY

The Management Council will oversee corporate policy, priorities, and direction for the Department's training community. The Management Council may charter other advisory or working groups, as necessary, to carry out its responsibilities.

MEMBERSHIP

The Secretary assigns seats on the Management Council to selected Departmental Elements.

Representation between headquarters and field organizations will be balanced. Heads of Departmental Elements may appoint a senior manager to represent them on the Council.

Representatives of Departmental elements who attend Management Council meetings are expected to have authority to speak for the organization. The Secretary will review assignments of Management Council seats to Departmental elements every two (2) years. Seats on the council are assigned to:

Chairperson

Director, Management and Administration, MA

Executive Committee Members

Deputy Assistant Secretary for Program Support, DP
 Deputy Assistant Secretary for Management and Evaluation, EM
 Associate Director, Office of Resource Management, SC
 Deputy Assistant Secretary for Planning and Administration, EH
 Director, Office of Executive Operations and Planning, CFO
 Deputy Director, Small and Disadvantaged Business, ED
 Director, Operations for Information Management, CIO
 Deputy Assistant Secretary for Strategic Petroleum, FE
 Director, Office of Resource Management, NN
 Director, Office of Management and Operations, EE
 Assistant Manager, Office of Management and Administration, ALO
 Assistant Manager for Business and Administration, NVO
 Deputy Manager, RLO
 Assistant Manager for Business and Logistics, SRO
 Chief Administrative Officer, WAPA

Field Chief, Financial Office and Business Management, OAK

Committee Members

Assistant General Counsel for General Law, GC
Deputy Director of Financial Analysis, HG
Administrative Officer, Office of Resource Management, IG
Director, Office of Project and Fixed Asset Management, FM
Director, Office of Worker and Community Transition, WT

Committee Members Continued

Director, Office of Human Resources and Administration, RW
Director, Office of Resource Management, EIA
Director, Administration and Resource Management Division, CI
Director, Office of Resource Management, NE
Chief Operation Officer, BPA
Associate Director for Administration, FETC
Director, Business Services Division, RFO
Chief Financial and Administrative Officer, IDO
Group Manager, Technical & Administrative Services Division, CHO
Assistant Manager for Administration, ORO
Program Manager, Office of the Assistant Project Manager, SPRO
Director, Office of Corporate Services, SWPA

Advisors

Office of Human Resources Management, MA-3
Office of Performance Excellence, MA-6
Office of Procurement and Assistance Management, MA-5
Chairman, Training and Resources and Data Exchange (TRADE) Executive Committee

Executive Secretary

Office of Training and Human Resource Development, MA

The Management Council welcomes the attendance of representatives of organizations that contract to provide training and development services to DOE elements and organizations, such as employee unions, that represent federal and DOE contractor employees. These non-voting representatives will be given advance notice of Management Council meetings and are invited to suggest agenda topics, observe proceedings, make presentations, and participate in discussions as appropriate.

MEETINGS -- Meetings will be held on a quarterly basis.